

# Office of Security

## Trends and Highlights

OCTOBER

1974

P M

DIRECTORATE

ADMINISTRATIVE — INTERNAL USE ONLY

12 November 1974

MEMORANDUM FOR: Chief, Policy and Plans Group  
SUBJECT : A&TD Monthly Report Submission -  
October 1974

BUDGET & FISCAL BRANCH

In addition to its normal recurring duties, the B&F Branch participated in the following special activities during October:

STATINTL

2. The OMB budget hearing on the Office of Security FY 1976 Budget submission was held 23 October 1974. The OMB examiner, Mr. [REDACTED] had STATINTL requested the hearing. The Director of Security began with an opening statement on the overall Security picture. The organizational structure and major budget items such as the guard program, the Security Access Control System and the Technical Security Division ACM equipment program were discussed. As the result of questions and discussion with Mr. [REDACTED] it was STATINTL agreed that OS would provide him additional information and statistics on several areas of interest.

3. The first regularly scheduled monthly financial meeting was held 24 October 1974. Mr. Blake explained the concept and purpose of these meetings. Deviation funding reports of the Offices in attendance were then reviewed individually. There was no deviation in the Office of Security's obligation rate vs. actual obligations as of 30 September 1974.

PERSONNEL BRANCH

1. Part I of the Personnel Development Plan for the Office was completed and submitted to the DD/A on 4 November 1974. Part II, which has to do with career profiles for OS professionals down to the GS-09 level, is scheduled for submission on 30 June 1975.

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2. The PMCD survey is still pending awaiting a reply to our memorandum which was submitted to PMCD on 6 September 1974. Many things hinge on the outcome of the survey including our request for additional upper level ceiling.

3. We have submitted two papers to the Office of Personnel regarding CIARDS qualifying time for Security Careerists. One paper deals specifically with DCI Protective Staff time while the second requests clarification of time for assignments over a wide range of security functions.

 STATINTL

Chief, Administration and  
Training Division

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INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - October 1974

HIGHLIGHTS

1. An initial analysis of the Univac 1110 Operating System security was completed during the reporting period. The Univac 1110 System, scheduled for installation at National Photographic Interpretation Center, offers more and better software security than is available in the current system.

STATINTL

2. [REDACTED] was distributed throughout the Agency during this reporting period.

3. Members of the Information Systems Security Group participated in meetings of the Community On-Line Intelligence System (COINS) and the United States Intelligence Board (USIB) Computer Security Subcommittee held during the month.

4. Information Systems Security Group began an investigation into the security ramifications involved in the developing uses of microfilm in computer processing. The basic problem seems to be the tremendous storage capabilities of the media; e.g., ULTRASTRIPS (1520 computer printout pages on a seven inch strip).

5. A survey of TOP SECRET (Collateral) material within the Area Top Secret Control offices was initiated. All Agency components were asked to indicate the quantity of documents currently held, how many are originated from or enter into the specific component, and to express an opinion on the quality of the present control system. Results will be tabulated and appear in next month's report.

## Administrative - Internal Use Only

6. Members of Information Systems Security Group participated in training courses in micrographics, systems analysis, and electronic data processing during the reporting period.

7. The Security Standards for Classified Plain Text Distribution in Outside Buildings, written within Information Systems Security Group, were approved for publication by the Deputy Director for Administration.

8. The Current Intelligence Branch, Office of Weapons Intelligence, has been advised of appropriate procedures for sanitization and release of a CDC 1700 Computer.

9. Approvals were granted for the installation of CRT remote terminal devices at various locations within the Agency to be used in an experimental test of the Advanced Research Projects Agency (ARPA) of the Department of Defense.

### ANALYSIS

The case load of the Group increased dramatically during the month. The increase was along diversified lines and gave no indication of an increase in any specific function.

### TRENDS

New areas of information handling are being investigated by the Group to identify security issues inherent therein. An effort will be made to analyze such new techniques so that security might be considered before rather than after adoption, installation, or use.

### STATISTICS

Cases Pending 30 September	33
Cases Opened During October	58
Cases Closed During October	55
Cases Cancelled During October	3
Cases Pending 31 October	33

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POLICY AND PLANS GROUP

Trends and Highlights

October 1974

1. The Policy and Plans Group has assumed responsibility for internally coordinating and preparing the agenda for the monthly Management Assistance Program (MAP) meeting between the Director of Security and the Director of the Office of Joint Computer Support. The Office of Security ADP Control Officer designation has been given to the Chief, Policy and Plans Group. The alternate designation has been given to the senior planning officer.

2. The physical expansion of the Policy and Plans Group was completed with the addition of a room to the 4E 58 suite.

3. As a result of a DD/A Planning Officers meeting, the format of the Office of Security's reporting on its current Objectives was reduced from legal size to standard size paper in an effort to reduce the cost and flow of paper. In its new format, all symbols used to indicate progress toward meeting milestones can be applied by the fonts supplied with the IBM Selectric II typewriter.

STATINTL

4. A revision of [REDACTED]

STATINTL [REDACTED] was staffed out in the office and sent to the Regulations Control Staff for coordination and publication.

5. A survey concerning the use of the Special Clearance (SPECLE) System was undertaken to update the need for printed reports by users. Some twenty-two interviews have been completed.

6. The Chief, Plans Staff, DD/A was provided with revised and updated copies of Exhibit A to the Office of Security's FY 1975 Operating Plan and FY 1976 Program Plan covering all eleven OS Resource Packages. These revisions incorporated the updated relevant DCI and Directorate Objectives for FY 1975/1976 together with supporting data covering estimated funding and estimated man-years involved.

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Policy and Plans Group (continued)

7. When briefed on the alternatives developed by the ad hoc Community Limited Access Intelligence Register (CLAIRE) System Working Group of the Security Committee, USIB, the DCI suggested that something more than the CLAIRE concept but less than the all encompassing proposal desired by the DOD members of the Intelligence Community be developed. The Agency in conjunction with the Defense Intelligence Agency will now head a committee of all IC members to formulate a practical and effective computer assisted compartmentation control system which will incorporate the most reasonable and feasible needs of all Community Members. This committee has been tasked to complete its concept and feasibility study within the next 90 days.

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6 NOV 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD work measurement statistical report for FY 1975 covering the period through 31 October 1974.
2. Comparing the statistics with those of October 1973 reveals notable decreases in microfiche, computer support and compartmented information activities.
3. The sizable decrease in microfiche activities cannot be considered significant as the number of man years assigned to that activity has been reduced from nine (9) to six (6).
4. The notable decreases in computer support and compartmented information activities is not a real drop in activity at all but a return to a normal case load following the heavy purging and key punching in October 1973 of a special code word clearance.
5. Other activities show minor increases or decreases, however, no significance is attached to these trends at this time.

 STATINTL

Chief,  
Security Records Division

Attachment

cc: C/PPG

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Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through October 1973		Cumulative Through October 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2212	11	1973	11	Down 239
Indices Activities.	Collective total of manual name searches, names changed, names grouped, cards typed, filed and purged, security documents numbered.	12042	7	16703	7	Up 4661
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	65782	12	64269	12	Down 1513
Computer Support Activities.	Collective total of names searched, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	122688	12	65126	12	Down 57562
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	6511	4	5959	4	Down 552

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 Security Records Division  
 WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through October 1973		Cumulative Through October 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1260	5	1080	5	Down 180
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1193	2	1213	2	Up 20
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	753	3	2668	3	Up 1915
Microfiche Activities.	Collective total of pages prepared and filmed.	42510	9	21249	6	Down 21261
Compartmented Information Recordkeeping.	Collective total of changes to master record, names searched and cable actions.	88576	9	29906	9	Down 58670
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	7749	4	5945	4	Down 1804

SECRET

5 November 1974

TRENDS AND HIGHLIGHTS  
Special Security Center  
September 1974

1.

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2. A total of one hundred and eighteen (118) individuals received security indoctrination into compartmented intelligence matters: ninety-two (92) CIA, and twenty-six (26) non-CIA. CIA personnel indoctrinated included forty-four (44) individuals taking OTR courses. Non-CIA personnel indoctrinated included officials of the Departments of Commerce, Agriculture and Interior, the Federal Energy and Federal Aviation administrations, National Archives, National Security Council, the White House Council of Economic Advisors, and the Murphy Commission.

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3. Compartmented Intelligence Facilities were accredited at the [redacted] Department of Agriculture, Washington, D.C., and the Office of the Vice-President designate.

4.

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5. Guidance was provided to the Office Secretary of the Air Force, Office of Special Projects (SAFSP) related to the problem of OSHA (Occupational Safety and Health Act) "no knock" inspections.

SECRET

6. The SSC is working with the OL/Mail and Communication Branch to ensure that the consolidation of the Agency's dedicated courier services under OL does not result in security compromise of sensitive codeword materials.

7.

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8. Prepared correspondence for the signature of the DCI to the President related to the latter's concern over compromise of information from [REDACTED] (TOP SECRET-SENSITIVE) in two recent New York Times articles.
9. Served as the DDA point of coordination related to the preparation of a proposed Omnibus NSCID.
10. Conferred with representatives of SAFSP related to a proposal to create two new project security compartments under the [REDACTED] system.
11. Submitted a report and recommendations to the Executive Secretary, PFIAB covering two recent security surveys of PFIAB member private offices in California. Obtained approval for loan of safekeeping equipment to another PFIAB member in New York City.

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12.

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13. In coordination with NARCOG, met with Drug Enforcement Administration and National Security Agency officials to ascertain the need for SI clearances at DEA and the explore the legal basis for the CIA approving such clearance requests.

PSI

DIRECTORATE

18 NOV 1974

MEMORANDUM FOR: Chief, Plans and Policy Group

SUBJECT : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the Personnel Security and Investigations Directorate (PSI) for the month of October 1974.

a. Total Clearance Division receipts for October 1974 increased by 111 cases as compared to September 1974 (2121-2010); field receipts also showed a slight increase over last month (871-799). Total completions for October increased by 337 cases as compared to September (2245-1908); field completions also increased (933-792). Total pending cases for October are down 124 cases as compared to September (2876-3000), as are field pending cases (1432-1496).

b. Figures concerning covert cases for October as compared to September increased by 143 cases (922-779). The pending SAA's for October reveal an increase of 70 cases as compared to September (494-424). ISS & IST receipts for October showed a slight increase over September (307-271), as did completions (281-251). Pending ISS & IST cases also showed an upward trend as compared to September (557-531).

c. Receipts for reinvestigations showed a slight increase over September (186-163), as did completions (215-151).

2. Operational Support Highlights of the period included the following:

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c. Assistance through U. S. entry procedures was afforded the DCI and party upon arrival in New York from Europe.

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f. Accomplishments of the [redacted] for the reporting period were highlighted by an overall increase in the MBO cases per man target. While the July and August months showed an overall 1.5 cases per man per day, September and October statistics reflect 1.8 and 1.9 cases per man per day respectively.

g. All backlogged GSA/Laborer cases pending polygraph examinations have been completed. New cases are being scheduled for immediate attention and completion.

*for*  
[redacted]  
Deputy Director of Security (PSI)

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Monthly Activities of the PSI Directorate  
(October 1974)

Clearance Division Activity

Total Cases Received	2121
Total Field Cases Received	871
Total Cases Processed	2245
Total Field Cases Processed	933
Total Cases Pending	2876
Total Field Cases Pending	1432

Field Office Investigative Assignments

Total Received	1355
Total Completed	1486
Total Pending	1721

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2258
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	839
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Interrogation Research

Overt 226 (164-fav; 60-note)	
Covert 24	
Total	248

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CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

OCTOBER 1974

1. PROCESSING TIME (For * <u>133</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel  (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	37	3	4	44

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	21
b. 31 to 60 days	104
c. 61 to 90 days	8
d. 91 to 120 days	0
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	18	0
	Total	18

\*This figure does not include 6 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 139 cases.

PTOS

DIRECTORATE

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PHYSICAL SECURITY DIVISION

TRENDS AND HIGHLIGHTS - OCTOBER 1974

A Division officer accompanied representatives of the Technical Security Division on a visit to [REDACTED] on the West Coast relative to Testing and Acceptance of the new Badge Machine (Security Access Control System). The installation and Headquarters testing of the prototype model will commence during the week of 10 November 1974.

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In pursuance of a DCI objective, personnel of this Division accompanied representatives of the Technical Security Division and ORD/DDS&T on a visit to the Rome Air Development Center at Griffiss Air Force Base, Rome, New York for the purpose of reviewing Air Force perimeter security systems with a view toward possible application at the Headquarters compound.

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Sixteen briefings emphasizing the Personal Safety Hazard Awareness segment of the Federal Government's Safety '76' Program were presented to Agency personnel at six Agency buildings in the Washington Metropolitan area. Each briefing was accompanied by the showing of four safety films.

In support of National Fire Prevention Week fire drills were conducted without incident in ten Agency buildings in the Washington Metropolitan area.

A safety inspection revealed serious health hazards to employees involved in the encapsulation process being conducted by the Office of Communications [REDACTED]

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In coordination with the Office of Medical Services and the National Institute of Occupational Safety and Health, appropriate recommendations will be made to the Office of Communications relative to this matter.

The renovation of the Headquarters Security Branch is progressing on schedule. The Identification Section area has been completed except for new carpeting and furniture. The move of the Federal Protective Service office to new space has been completed. The Security Duty Office and Command Center are currently undergoing renovation which is expected to be completed in late December 1974.

The new Badge Machine (Security Access Control System) is expected to arrive at Headquarters for installation on 10 November 1974.

During a recent meeting with the Acting Director, Federal Protective Service Division, GSA the possibility of Federal Protective Officers working as security escorts in Agency buildings on an overtime basis was discussed. Hopefully, an agreement will be formalized in the near future whereby FPOs will provide ready-cleared source of manpower to assist with the ever-increasing escort requirements in the Headquarters area.

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PhySD Monthly Report for October 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	<u>70</u>	<u>260</u>
Overseas Violations Correlated	<u>39</u>	<u>103</u>
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)		
	<u>0</u>	<u>7</u>

3. HEADQUARTERS ACTIVITIES

Security Duty Office		
Incidents Involving Written Reports.	<u>92</u>	<u>346</u>
Security Assistance Cases	<u>1,641</u>	<u>6,924</u>
Security Inspections of Agency Facilities	<u>73</u>	<u>854</u>

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## Security Services

25X1A Security Equipment Service Calls	<u>827</u>	<u>9,190</u>
Special Support Assignments	<u>5</u>	<u>144</u>
Escort Assignments	<u>661</u>	<u>2,496</u>
Armed Escort Assignments	<u>8</u>	<u>176</u>

4. SAFETY

Safety Surveys	<u>0</u>	<u>6</u>
Special Safety Inspections	<u>3</u>	<u>25</u>
Accident Investigations	<u>1</u>	<u>7</u>
Accident Reports Processed	<u>72</u>	<u>195</u>
Analytical and Statistical Reports Prepared	<u>0</u>	<u>2</u>

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PhySD Monthly Report for October 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
4. SAFETY (continued)		
Training and Briefing Sessions	<u>16</u>	<u>32</u>
Safety Literature Distributed	<u>3,802</u>	<u>16,864</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>4</u>
Support Actions	<u>27</u>	<u>95</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>62</u>	<u>110</u>
Man-days on Domestic TDY	<u>25</u>	<u>67</u>
Total Man-days on TDY	<u>87</u>	<u>177</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>24</u>	<u>41</u>
Man-days in External Training	<u>13.3</u>	<u>26.3</u>

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TECHNICAL SECURITY DIVISION

HIGHLIGHTS FOR OCTOBER 1974

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2. A member of the Communications Security Staff visited the Technical Security Division on two occasions during the reporting period to discuss and obtain detailed information concerning the historical progression of security containers. This information will be used in the preparation of outgoing dispatches to Communications Officers to assist them in programming a general upgrading of all Communications safekeeping equipment in the field.

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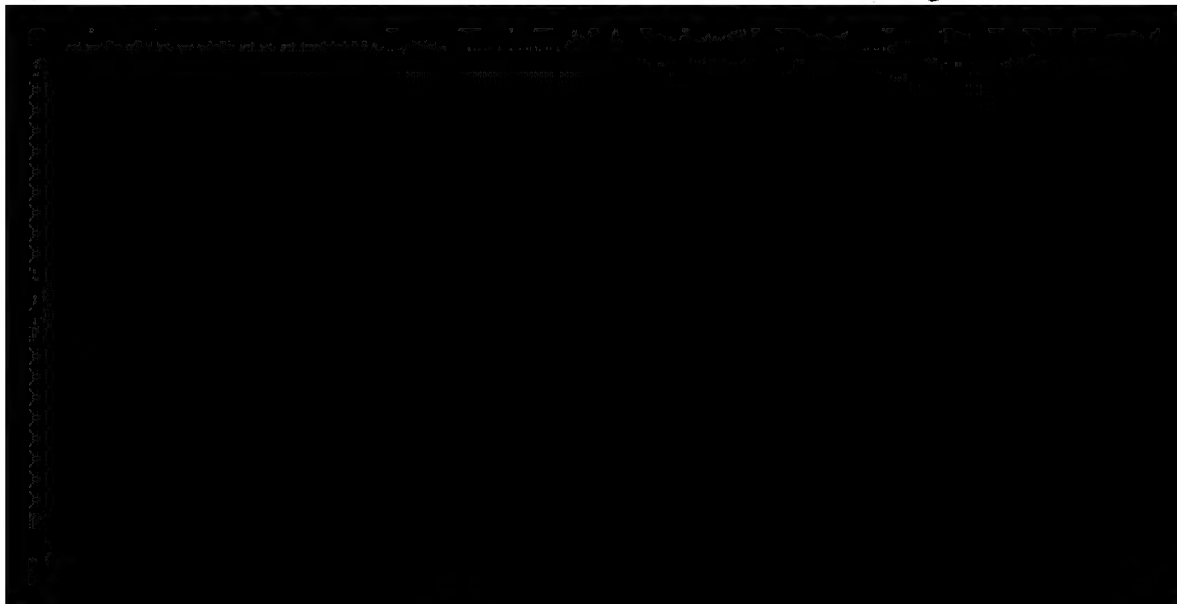
4. A representative of the Office chaired a meeting of a working group studying the problem of providing surreptitious entry protection to unclassified commercial teletype equipment when it is shipped via the unclassified pouch. The group is meeting under ORD auspices and at the request of both the Office of Communications and the Office of Security. A second meeting will be held at the [REDACTED] to observe existing packing and crating procedures and to examine several proposed protective packaging techniques. 25X1A

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5. Twelve students representing the U.S. Air Force, CIA, FBI, NIS, Department of State and WHCA successfully completed the two-week Advanced Telephone Course (ITC 02-19) at the Interagency Training Center.

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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
<u>Outside Washington, D.C. Metropolitan Area</u>		
Audio Countermeasures Inspections	<u>3</u>	<u>4</u>
3. <u>BRIEFING AND SERVICES BRANCH</u>		
<u>Briefing Program</u>		
Briefings Conducted	<u>12</u>	<u>50</u>
Personnel Briefed	<u>343</u>	<u>802</u>
<u>Training</u>		
Personnel Trained in Security Equipment	<u>75</u>	<u>84</u>
<u>Procurement</u>		
Material Requisitions Initiated	<u>20</u>	<u>123</u>
Dollar Value of Procurements Initiated	<u>\$60,125.28</u>	<u>\$425,932.98</u>
4. <u>ENGINEERING AND PLANNING</u>		
Liaison Meeting with Other Agencies	<u>3</u>	<u>6</u>
R&D Contracts Followed	<u>14</u>	<u>14</u>
Dollar Value of Contracts in R&D Technical Security Division	<u>\$934K</u>	<u>\$1.114M</u>
Contracts Monitored	<u>7</u>	<u>7</u>
Dollar Value of Technical Security Division Contracts	<u>\$873K</u>	<u>\$873K</u>
Visits with Contractors	<u>5</u>	<u>10</u>
5. <u>INTERAGENCY TRAINING CENTER</u>		
Weeks of Regularly Scheduled Training	<u>3</u>	<u>8</u>
Number of Students	<u>27</u>	<u>58</u>
Weeks of Special Training	<u>0</u>	<u>0</u>
Number of Students	<u>0</u>	<u>0</u>

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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>157</u>	<u>532</u>
Man Days on Domestic TDY	<u>6</u>	<u>45</u>
Total Man Days on TDY	<u>163</u>	<u>577</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>13</u>	<u>70</u>
Man Days in External Training	<u>5</u>	<u>35</u>

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